

**Opening Date:** August 10, 2018  
**Closing Date:** Open Until Filled  
**Work Location:** Austin  
**Posting Number:** 18-69  
**Monthly Salary:** \$3,293.42-\$3,812.50\*  
**Group/Class:** B18/1571  
**Travel %:** 10  
**Division/Department:** Conservation and Innovative Technology/Municipal Conservation  
**Number of Positions:** One

**\* Salary commensurate with experience and qualifications**

## **JOB VACANCY NOTICE**

### **Water Conservation Specialist (Program Specialist II)**

Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of (641X LDO-Administration, OS Operations Specialist, 0111 Administrative Specialist) or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

#### **Job Description Summary**

Perform moderately complex (journey-level) technical work relating to TWDB water conservation programs. Works in conjunction with TWDB staff, provides water conservation documentation for Board meetings, loan application review process, and other necessary projects relating to water conservation programs. Works with TWDB staff to revise and maintain the online water conservation database for use in updating utility water conservation information. Responsible for collecting and analyzing the annual water conservation data from recipients of TWDB financial assistance and retail water providers with more than 3,300 connections. Maintains process documents for preparing the water conservation review, including for the TWDB loan application process, and reviews the document annually to make updates. Responsible for running reports using Microsoft Access and Excel, and Adobe Pro. May train others. Works under general supervision, with limited latitude for the use of initiative and independent judgement. Reports to the Manager of the Municipal Water Conservation department.

#### **Essential Job Functions**

- Performs moderately complex technical work relating to TWDB programs of water conservation and innovative water technologies.
- Provides technical assistance as part of TWDB's Municipal Water Conservation Program.
- Provides TWDB staff with appropriate water conservation documentation for loan applications.
- Assists with the implementation of the agency's water conservation program, including projects relating to 5-year conservation plan requirements and annual water conservation reports.
- Maintains necessary data in the appropriate database for performance measures and analysis.
- Provides technical assistance to loan recipients, prepares annual report summarizing the effectiveness of these programs as a percent of savings.
- Provides municipal water conservation technical assistance, information, and education to all requestors including regional water planning groups.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)

Revised 5/25/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

## Job Vacancy Notice (cont.)

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- Evaluates technical data and initiate and conduct studies and research for developing and implementing appropriate best management practices and water conservation programs.
- Provides customer service and assistance to water providers concerning ongoing water conservation programs, including water conservation education.
- Conducts training and workshops on water conservation.
- Develops educational materials, makes presentations, and works with water providers on water conservation programs and technologies.
- Responsible for gaining professional knowledge of current and cutting-edge water conservation technologies.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university in Engineering Science, Water Resources, Natural Science, Planning, or a related field.
- Three to five years of experience
- Knowledge and experience with Microsoft Office programs and software including Access, Adobe Acrobat, Excel, and PowerPoint.
- Previous experience in public speaking and customer interaction.
- Relevant education and experience can be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Previous experience in data analysis and report writing.
- Familiar with water utility operations and process.

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the Municipal Water Conservation Department; and of the principles and practices of public administration.
- Knowledge of mathematics and statistics.
- Knowledge of the practical application of geosciences and technology.
- Knowledge of GIS concepts, techniques, and analysis.
- Knowledge of relational database concepts, techniques, and analysis.
- Knowledge of research techniques, and program management processes and techniques.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in the use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in identifying measures or indicators of program performance.
- Skills in scientific data management.
- Skills in the use of computers and related software.
- Ability to adhere to work schedules, follow procedures with respect to leave, and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to interpret policies, procedures, and regulations.

## Job Vacancy Notice (cont.)

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- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to perform effectively and willing when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to provide prompt, courteous, and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability and willingness to travel 10 % of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to assess water efficiency opportunities and programs within water utility operations.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to prepare reports and plan projects.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to train others.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.